

ARCHITECT CONTRACT REVIEW SHEET

THE FOLLOWING ARE HIGHLIGHTS FROM THE AGREEMENT BETWEEN OWNER AND ARCHITECT. ITEMS LISTED HERE ARE INTENDED TO EMPHASIZE THE CRITICAL AREAS OF THE AGREEMENT THAT NEED YOUR SPECIAL ATTENTION. IT IS STRONGLY SUGGESTED THAT THE ARCHITECT READ THE AGREEMENT ALONG WITH THIS REVIEW SHEET PRIOR TO ENTERING INTO THE OWNER ARCHITECT AGREEMENT.

ALL CORRESPONDENCE WITH OUR OFFICE OR OTHER STATE AGENCIES SHOULD INCLUDE THE PROJECT TITLE AND THE A/E NUMBER.

REVIEW THE PROGRAM AND BUDGET TO FULLY UNDERSTAND THE PARAMETERS OF THE PROJECT.

THE ARCHITECTURE AND ENGINEERING DIVISION WILL BE THE ONLY AUTHORITY WHO CAN APPROVE WORK THAT WILL BE CONSIDERED REIMBURSABLE OR ADDITIONAL SERVICES. THAT APPROVAL MUST BE IN WRITING.

THE ARCHITECTURE AND ENGINEERING DIVISION WILL BE THE ONLY AUTHORITY WHO CAN APPROVE A DEVIATION FROM THE PROGRAM THAT WILL AFFECT THE PROJECT BUDGET. THAT APPROVAL MUST BE IN WRITING.

AT LEAST TWO (2) COST ESTIMATES WILL BE REQUIRED FOR THE PROJECT.

THE FINAL COST ESTIMATE MUST BE WITHIN THE CONSTRUCTION BUDGET AVAILABLE BEFORE THE PROJECT CAN BE BID.

THE ARCHITECTURE AND ENGINEERING DIVISION WILL SUPPLY THE BOILER PLATE FOR THE PROJECT READY FOR COPYING. THE CONSULTANT WILL BE EXPECTED TO FURNISH THE FRONT AND BACK COVERS ALONG WITH THE TECHNICAL SPECIFICATIONS.

THE ARCHITECT WILL PROVIDE AN INDEX AS THE FIRST SHEET OF THE TECHNICAL SPECIFICATIONS. THIS INDEX WILL LIST ALL SECTIONS AND DIVISIONS OF THE SPECIFICATIONS AND ALL DRAWINGS. EACH PAGE OF THE SPECIFICATIONS WILL BE NUMBERED IN SEQUENCE AND EACH SECTION OF THE SPECIFICATIONS WILL HAVE AN INDICATION OF "END OF SECTION".

THE SPECIFICATIONS MUST CONTAIN A LIST OF THE SUBMITTALS REQUIRED FROM THE CONTRACTOR, FOLLOWING THE INDEX.

ALL PLAN DEPOSITS WILL BE MADE TO THE ORDER OF THE STATE OF MONTANA. ALL PLAN DEPOSITS NOT RETURNED TO BIDDERS WILL BE DELIVERED TO THE ARCHITECTURE AND ENGINEERING DIVISION.

THE ARCHITECT WILL BE REQUIRED TO SEND THE ARCHITECTURE AND ENGINEERING DIVISION A LETTER RECOMMENDING THE DISPOSITION OF THE BIDS.

THE ARCHITECT SHALL SCHEDULE, ATTEND AND CONDUCT A PRE-CONSTRUCTION MEETING WITH THE CONTRACTORS INVOLVED ON THE PROJECT, THE A/E DIVISION REPRESENTATIVE AND THE USING AGENCY REPRESENTATIVE. TYPED MINUTES OF THE MEETING WILL BE DISTRIBUTED TO ALL ATTENDERS.

THE ARCHITECT SHALL PROCESS THE CONTRACTORS APPLICATIONS FOR PAYMENT WITHIN SEVEN DAYS AFTER RECEIPT. UNDER NO CIRCUMSTANCES WILL THE ARCHITECT HOLD THE APPLICATION FOR MORE THAN SEVEN DAYS.

REJECTION OF WORK OPTIONS WILL BE DISCUSSED WITH THE A/E REPRESENTATIVE.

CHANGE ORDERS WILL BE VERBALLY APPROVED BY THE A/E DIVISION BEFORE THEY ARE WRITTEN.

THE ARCHITECT SHALL USE AIA FORM G710A TO PROVIDE SUPPLEMENTAL INSTRUCTIONS TO THE CONTRACTOR. THE A/E DIVISION SHALL RECEIVE A COPY OF THE FORMS.

IT WILL BE THE RESPONSIBILITY OF THE ARCHITECT TO SEE THAT SHOP DRAWINGS ARE REVIEWED WITHOUT DELAYS BY THE CONSULTANTS AND THE ARCHITECT. ANY REASON FOR DELAY MUST BE BROUGHT TO THE ATTENTION OF THE A/E DIVISION PERSONNEL.

WHEN THE CONTRACTOR NOTIFIES THE ARCHITECT THAT HE IS COMPLETE WITH THE WORK, THE ARCHITECT SHALL VERIFY THAT THE PROJECT IS READY FOR SUBSTANTIAL COMPLETION. AT THAT TIME THE ARCHITECT WILL NOTIFY THE A/E DIVISION FOR A SUBSTANTIAL COMPLETION INSPECTION TO BE SCHEDULED. THE ARCHITECT AND HIS CONSULTANTS WILL ATTEND THE SUBSTANTIAL COMPLETION INSPECTION WITH AN AGENCY AND THE A/E DIVISION REPRESENTATIVE, REFERENCE 9.8.2 OF THE AIA 201 DOCUMENT AND PARAGRAPH F 12 OF THE OWNER ARCHITECT AGREEMENT.

THE ARCHITECT WILL INITIATE THE SUBSTANTIAL COMPLETION FORM, G704, FILL IT OUT COMPLETELY AND DISTRIBUTE THE FORM ALONG WITH THE PUNCH LIST.

THE MYLAR RECORD DRAWINGS SHALL BE RECEIVED BY THE A/E DIVISION UNLESS OTHERWISE INDICATED BY A/E. IF THE ORIGINAL DRAWINGS ARE MYLAR, THEY MAY BE USED AS THE RECORD SET IF THEY ARE CORRECTED TO BE THE AS BUILT DRAWINGS. THE O&M MANUALS, WARRANTIES AND RELATED MATERIALS SHALL BE DELIVERED TO THE AGENCY REPRESENTATIVE.

IF THE PROJECT SHOULD END UP IN ARBITRATION OR MEDIATION, THE ARCHITECT

WILL BE PRESENT AT HIS OWN EXPENSE.

THE ARCHITECT WILL PERFORM AN INSPECTION PRIOR TO THE EXPIRATION OF ONE YEAR FROM SUBSTANTIAL COMPLETION.